

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

OFFICE OF THE DIRECTOR

January 3, 2011

TO: All DMH Employees

FROM: Marvin J. Southard, D.S.W.
Director of Mental Health



SUBJECT: **STAFF ADVISORY COMMITTEE MEMBER ELECTION**

Since June 1999, Department employees have elected a Staff Advisory Committee comprised of representatives from sixteen staff categories/payroll titles at levels lower than that of Program Head/Mental Health Analyst III. The purpose of the Committee is to maintain a forum for discussion of staff issues designed to advise the Director about the effective provision of mental health services to County residents. Staff Advisory Committee representatives are elected by their peers to meet with the Director on a monthly basis. Each Committee member serves a two-year term.

Seven members of the Committee two-year terms will end in March 2011. Elections are now being held to replace these individuals. To ensure that the Committee continues to be truly representative of all staff disciplines, employees from the same staff categories/bureaus as the retiring members will be eligible to run for a seat. The staff categories eligible for election at this time are:

Financial Analyst— Accountant I, II, & III Account Clerk I & II Accounting Tech I & II Sr. Accounting Systems Tech Accounting Systems Tech	Psychiatric Social Worker
	Psychiatric Technician
Staff Assistant I, II, & III Administrative Assistant I, II, & III Mental Health Analyst I & II Training Coordinator	Clerical (all levels)
Substance Abuse Counselor Medical Case Worker I & II Community Services Counselor Community Worker	Mental Health Services Coordinator

All DMH Employees
January 3, 2011
Page 2

Employees in these categories who are interested in being on the ballot should complete the attached application form/statement of interest and FAX it to my office, (213) 386-1297 (Attention: Thao Do) or via email at tdo@dmh.lacounty.gov, no later than Monday, January 24, 2011. Please keep in mind that the narrative portion of the statement of interest may be circulated during the election of Committee members. An election process will be held (beginning February 1, 2011 through February 28, 2011) to select the new Staff Advisory Committee members from the slate of volunteer candidates.

If you have any questions or need more information, please call my office at (213) 738-4602.

MJS:tld

Attachment

STAFF ADVISORY COMMITTEE APPLICATION FOR PARTICIPATION

NAME:	PAYROLL TITLE:
EMPLOYEE NUMBER:	CONTINUOUS SERVICE DATE:
WORK LOCATION/SITE:	
WORK PHONE NUMBER:	FAX:

Please provide a BRIEF description of why you believe that you would be the best Committee member for your staff category and can represent employee issues and concerns for all staff in the Department. (Your narrative must be legible and you may use ONLY the lined space below.)

[illegible]